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NDASFAA Update

Hi to everyone! Is everyone enjoying our, somewhat, backwards winter? At least we know it isn't long until we see spring. And with spring comes our NDASFAA Annual Conference. I'm sure everyone is diligently making plans to attend.

Decentralized Training will begin Tuesday, April 16, at 1:00 p.m. and will conclude on Wednesday morning. The topics are on verification, cash management, FERPA, and PPA's. The trainers will be our own Don Flaherty of Trinity Bible College, and James Broscheit, Asst. Director of Fiscal Operations & Personnel at University of Colorado at Boulder. The NDASFAA Conference begins Wednesday, April 17 at 10:30 a.m. with RMASFAA committee meetings. The conference will end around 10:30 a.m., Friday, April 19. Both Decentralized Training and our conference will be held at Prairie Knights Casino and Lodge, 46 miles south of Mandan on Hwy 1806. The first afternoon of our conference will be spent visiting Sitting Bull College for a tour, then our evening meal and entertainment. That will be a great way to end our day after training, committee and business meetings.

Speaking of committee meetings, I will note again that the 2002 RMASFAA Conference will be held in Bismarck this October. Our conference in April will be our next big planning opportunity, so we will be called on to provide support in hosting the best conference we possibly can. Of course, NDASFAA needs you too, so we will be one busy association at our conference!

To register for Decentralized Training, please visit www.rmasfaa.org and to register for the NDASFAA Conference, visit www.ndasfaa.org. To make reservations at Prairie Knights Casino and Lodge, call 1-800-425-8277 or 701-854-7777. See you there!!

Lynn Aaberg, President - NDASFAA

RMASFAA Conference Planning Update

The RMASFAA 2002 Conference Committee is hard at work and now the details are starting to come together!

Following is a summary of what has been accomplished to date:

- Hotel contract is signed. The site is the Radisson Inn - Bismarck, ND, October 13-16, 2002.
- Logo and theme are in circulation. The logo is Lewis and Clark and our theme is *Exploring the Financial Aid Frontier*.
- Committees are established and working. Timelines were provided and used by the committees.
- ND skit was presented at the Wichita conference.
- Stationary is printed and in circulation.
- Conference reminders and trivia go out to the RMASFAA listserv monthly.
- Tote bags and name tags are ordered.
- Initial vendor letters have been mailed.
- Hotel information has been provided to the Web site.
- Entertainment commitments received:
 - Sunday reception - David Borlaug
 - Monday - Tropical Ice, The Plainsmen, Johnny Holmes Show
 - Tuesday - Strolling Strings, Milo Hutzenbuhler
- Keynote/general session speaker commitments received:
 - Bob Ash, Dale Brown, Terry Fleck, Judy Siglee, Jeff Baker, Brett Lief
- Many breakout session ideas have been gathered and are being planned.
- Registration details will be available on the Web site, www.rmasfaa.org, in June.



At present, we have 17 companies who plan to exhibit at the conference. We are hoping to get about 30 exhibitors. We are also planning for 350 registrants.

Thank you, NDASFAA members, for all of your hard work and creativity. This has every indication of being a great conference!

Holly Schirado - SLND-Guarantor
RMASFAA 2002 Conference Co-Chair

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Available online at mystudentloanonline.com

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By Student Loans of North Dakota is a newsletter circulated to lenders, college financial aid and admissions personnel, high school guidance counselors, other guaranty agencies, and individuals needing information about student loans. *All articles are of the writer's opinion and should not be construed as Student Loans of North Dakota policy unless so stated.*

SLND Mid Winter Forum Well Attended

Julie Kubisiak, Director - SLND, welcomed financial aid directors, financial aid staff, and state agencies to SLND's Mid Winter Forum held March 12 in Bismarck for an informational session on SLND's e-commerce development status. The forum agenda, presented by Wally Erhardt, Char Feist, Holly Schirado, Shirley Glass, and Dave Plum consisted of topics relevant to better and quicker ways of providing leading-edge technology for our customers. Bank of North Dakota president Eric Hardmeyer expressed his appreciation for their interest and thanked the attendees for the opportunity to get their input.

Keynote speaker Brett Lief, President - National Council of Higher Education Loan Programs, Inc. (NCHELP), Washington, DC, opened his remarks with a very interesting Washington update. In addition, Lief spoke about issues regarding the Department of Education, how the student loan industry may look in the future, and the effect these may or may not have on certain schools.

Industry initiatives were brought to the group, who were given the opportunity to offer suggestions and feedback. This phase of the forum was facilitated by Dale Eberle - BND SVP Retail/Bank Operations.



Financial aid directors and staff



*Photos by: Peggy Anderson, Coordinator
College Information Service/Program Development*

*Linda Albery, Supervisor
College Information Service/Program Development*



Brett Lief

SLND Welcomes Two New Alliance Lenders

Two new lenders have joined our Lender Alliance Program, partnering with SLND to provide student loan services for their customers:

Bank of Turtle Lake - Turtle Lake - (Lender code **100161**)

Merchants Bank - Rugby - (Lender code **100160**)

SLND looks forward to helping these and all participating lenders meet their student loan needs.
Welcome!

Student loan posters, statement stuffers, and a "Partnering in Education" door decal are available free of charge to all participating Alliance lenders. Please call 1-800-554-2717 to request quantities or you may go online at mystudentloanonline.com/forms.jsp.

*Lance Hill, Coordinator
College Information Service/Program Development*

Mapping Your Future New Design to Benefit Students, Families, and Schools

Students, parents, counselors, and financial aid professionals now have a new “Mapping Your Future” to find the college, career, and financial aid information and services they need.

A public service Web site, Mapping Your Future at mapping-your-future.org offers college, career, and financial aid information and services. As of March 18, 2002, visitors to Mapping Your Future were introduced to the new version of the Web site.

The new design features enhanced navigation, new graphics, and additional content—all to meet the redesign objectives of:

- Giving the site a fresh look.
- Retaining brand identity.
- Improving the navigation on the site.
- Allowing for easy expansion of the site as new features and services are developed.
- Avoiding any changes in the Web addresses or instructions for the services on the site.
- Improving accessibility by maintaining compatibility with the American Disabilities Act.
- Improving cross-browser compatibility.

The new design offers easy access to the step-by-step guides for the various audiences interested in Mapping Your Future—students, parents, and financial aid professionals. Mapping Your Future volunteers also developed new step-by-step guides for graduate students and for school counselors.

Mapping Your Future’s mission is to counsel students and families about college, career, and financial aid choices through a state-of-the-art, public service Web site. A collaborative project of the financial aid industry, the Web site is sponsored by student loan guaranty agencies and supported by friends of Mapping Your Future, which include lenders and servicers.

SLND-Guarantor Question & Answer

Q. Is the school required to report status changes to lenders or guarantors within 30 days of status changes occurring?

A. Referencing 4.8.B of the *Common Manual*, “Unless the school expects to submit an SSCR within the next 60 days, the school must report to the lender or guarantor within 30 days of discovering that a student for whom a FFELP loan was made has dropped to less than half-time, failed to enroll on at least a half-time basis, or ceased to be enrolled on a full-time basis.”

SLND “All Star” of the Month

Dorothy Schmitz was chosen as SLND’s “All Star” of the Month for March.

Dorothy started working for SLND in July 1991 as a Kelly Temp. She was hired full-time in January 1995 as a Microfilm Technician and is currently in the position of Scanning Technician.

Dorothy possesses all the proper characteristics to be an “All Star of the Month.” She is hard working, dedicated, efficient, knowledgeable, cheerful, and a total team player. She is always willing to assist other employees in need and through everything, maintains a smile!



Congratulations!

Who’s Coming and Going at SLND?

Judith Hammer, a Kelly Temp assisting with receptionist duties for SLND-Loan Servicing, has completed her assignment with SLND. We wish her the best in future assignments with Kelly Services.

Amber Snyder recently joined SLND as a Cooperative Office Education (COE) student employee. She is currently a junior at Bismarck High School. Amber will be assisting staff in the Loan Servicing area. *Welcome!*

Upcoming Events

North Dakota Student Loan Awareness Month - April

SDASFAA 2002 Spring Conference - April 3-5 - Holiday Inn - Mitchell, SD

North Dakota Credit Union League Annual Convention - April 4-6 - International Inn - Minot

RMASFAA Decentralized Training - April 16-17

NDASFAA Spring Conference - April 17-19 - Prairie Knights Lodge

National Teach Children to Save Day - April 18

South Dakota Credit Union League Annual Meeting - May 16-17 - Rapid City, SD

NCHELP 2002 Spring Convention - May 19-22 - Ft. Lauderdale, FL

Poster Sponsored by BND Assists High School Counselors

The Power of Education, a poster sponsored by Bank of North Dakota through the publishers of *Life 101*, was distributed to North and South Dakota high school counselors, college financial aid and admission offices as a visual aid for students about the earning potential associated with furthering one's education beyond high school.

The response from high school counselors was especially supportive of the poster. Here are just some of the comments:



"Just a note to let you know that I think the poster is great and that I have it hanging in our Commons at the high school. I hope that students and parents get the message. I appreciate the efforts of Bank of North Dakota and how they are helping our students."

"Just a note to say thanks for the poster. I will make good use of it. Thanks, again!"

"Please continue the poster in the future."

"Outstanding! I will use it often for those students who are considering dropping out."

"Thank you for the poster. Interesting information."

"Sure would like to continue receiving the posters and such from BND. Thank you."

"Thank you for the poster, *The Power of Education*. This is the type of information that students need to know. I would like to see you continue to provide these types of materials. I am looking forward to seeing the *Life 101* magazine."

"I just received the *Life 101* poster and it's great! Definitely keep them coming! I'm also looking forward to *Life 101* magazine. It's always great to bring new materials into the classroom."

"I like the poster, *The Power of Education*. Hope you continue it."

"Thank you for sending us *The Power of Education* poster. We strongly agree with you on its value to students and would very much like it to continue in the future. We have found the information very useful and would like to share it with as many students as possible. Thank you."

"Thanks for *The Power of Education* poster! I have it on the bulletin board outside my office. Please continue the valuable poster. It's important for students to see it often. I am looking forward to the *Life 101* magazine. Thanks for all of the support and service that you provide for school counselors."

"Love the poster. Like to see more!"

"I just got your poster, *The Power of Education*. It is great! Thank you. I have it in a spot where it won't be missed."

"Thank you for the *Life 101* poster. I would like to request one for each classroom to reinforce the importance of staying in school."

"Just wanted to drop you a note and thank you for the poster, *The Power of Education*. It is something that we can use in the schools when working with kids."

"Thank you for the poster, *The Power of Education*. I think it is a great resource. I like the concept of showing students how more education (usually) equals a higher salary. Thank you again for including our school in your various mailings."

"Thanks for the poster. The incomes seem high, since they are based on the U.S. average, but it makes the point."

"Thank you for the poster, *The Power of Education*. I hung it on my office door for students to read. We use this information in our educational planning units with all of our students in grades 9-12. This information is also shared with parents through newsletters and conferences. Thank you for the support materials and the great services you provide."

HECN - Student Information Systems Report

Recently, a campus inquired about giving advisors access to the student's academic history. The question came up, I believe, because there is so much concern about adhering to FERPA requirements.

So this time, just as a reminder, please check tran-id RG62 (Academic Record Inquiry for Advisors). This screen was developed a number of years ago to allow the advisor to have access to his/her student's academic history without giving him/her the ability to look at a transcript for which they had no need.

The way it works is that the prompt screen asks for:

<u>Input Field</u>	<u>Len</u>	<u>Format</u>	<u>Special Instructions</u>
Naid #*	9	Num	MUST EXIST ON NAME/ADDRESS STUDENT DEMO FILES.
Check Digit	1	Num	
Advisor Naid Nbr*	9	Num	MUST EXIST ON NAME/ADDRESS STUDENT DEMO FILES.
Check Digit	1	Num	

Therefore, it becomes necessary to carefully maintain the advisor data on each student if this screen is to be used on your campus. If the advisor has not been assigned to the student, he/she will not be able to access the record for that individual student.

It does work well. Something to check out and consider if you were not aware that this screen existed.

If you have questions or concerns, please feel free to contact me at 701-777-5031 or use my e-mail address which is charles_fjeld@mail.und.nodak.edu.

*Charles Fjeld, Business Analyst
NDUS, HECN-SIS, Grand Forks, ND*

HECN Highlights

Happy April! It's hard to believe that we are coming upon spring and soon to be the end of another school year. As the close nears, so does the time to reconcile and wrap up paperwork for the academic year. We often get questions regarding Pell reconciliation and thought it would be beneficial to discuss the process and give you some hints about closing out your processing for the academic year.

First of all, let's talk about the jobs that are currently run for Origination and Disbursement for the 01-02 fiscal year.

Name	Dry Run	Go Run	Recreate Dry	Recreate Go
Pell Origination	JCLFI769	JCLFI770	JCLFI772	JCLFI773
Pell Origination Acknowledgment	JCLFI530	JCLFI531	N/A	N/A
Pell Disbursement	JCLFI513	JCLFI514	JCLFI515	JCLFI516
Pell Disbursement Acknowledgment	JCLFI 517	JCLFI518	N/A	N/A

As you already know, there is a particular stream that these jobs need to run in (see your Pell process for further information) and these jobs can be run daily or as deemed necessary by the individual school.

A job that is vital to assisting you in the reconciliation process is **JCLFI778 (Pell In\Out of Balance Report)**. This job is a non-update job and can be run as each institution deems necessary. There are no "dry" or "go" runs associated with this job. It will find all the students that have a Pell grant award, a Pell grant disbursement (YTD—year to date), and the YTD accepted Pell grant total from DOE (Department of Education). It will then write the student to one of three appropriate reports (please see your Pell manual for more information on reports) depending on whether the student is in or out of balance with DOE.

We receive quite a few questions regarding In Balance Report and Out of Balance Reports. The In Balance Report means you are in balance with DOE. This does not necessarily mean you are in balance with your institution's records. You need to look at and verify the information is correct on this report. The Out of Balance Report means you are out of balance with DOE. This means you will need to troubleshoot and see if something was rejected, corrected to a lesser amount or zero by DOE, or maybe to find out if the disbursement record was even received by DOE. You may see that a student or an entire batch received an edit code. You may verify what this edit code means by going to FE04 or going to the www.sfadownload.ed.gov Web site and clicking on Pell and edit codes.

Note: When you choose to run JCLFI778 (Pell In\Out of Balance Report), it needs to run after JCLFI518(Pell Disbursement Acknowledgment Go Run).

What do you do if you have students on your In Balance Report?

1. First of all, it is always important to look at and work your reports that you receive from running the origination and disbursement jobs on a consistent/daily basis to keep track of your files.
2. You only need to worry about the students who have an asterisk by their name because although they are in balance with DOE, these are the students who are out of balance with your institution.
3. Verify the award is correct and verify the disbursement is correct for the student in question.
4. When you find the discrepancy, make the necessary changes. (Example, you may need to bill back the student, you may need to pay the additional Pell, etc.)

What do you do if you have students on your Out of Balance Report?

1. First of all, it is always important to look at and work your reports that you receive from running the origination and disbursement jobs on a consistent/daily basis to keep track of your files.
2. Another area to check is a tran id called FR67. FR67 can be used to look up Pell grant data for a specific institution. The options one may choose to retrieve are: student specific data and/or institutional data. This tran id can assist you in determining how many students, the amounts, and the dates of originations and disbursements that were sent and received for the institution as a whole or for a particular student. This tran id will also show you if the record was accepted, rejected, corrected to a lower amount, the origination and/or disbursement amounts, and edit codes as well as other information.
3. Keep in mind that when you run JCLFI514, you have in fact already disbursed money to the student. What you are doing is reporting the amount you have disbursed to DOE. If a student's Pell has been disbursed but has not been acknowledged:

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- A. It could be that the batch was not received by DOE to be processed. In order to check, you would call Pell (1-800-474-7268) to verify if they did or did not receive the information. Even though it may look like it went on FR80 and FR67, it is possible they did not receive the information so you would want to do a recreate of the disbursement by running JCLFI516.
- B. If DOE did receive and process the information, ask them to resend the disbursement acknowledgement.

At this time of year, you generally wouldn't be having problems with your origination records. However, if you find that this may be the case, here are some hints regarding origination. Remember that you can verify origination records/history on FR67.

When would we resubmit an Origination Record?

- 1. If the acknowledgment is rejected or accepted with corrections, if the corrections differ from the amount on the origination record.
- 2. A change in a student's enrollment status resulting in a change in the Federal Pell Grant award.
- 3. A change in a student's EFC which results in a change in the Federal Pell Grant Award.
- 4. Any change in a student's status that results in a change in the Federal Pell Grant award will require a new origination record to be sent.

To resubmit an Origination Record:

- 1. Go to **FI65**.
- 2. Enter the appropriate student information. Tab to the **RESEND ORIGINATION** variable and enter a **Y** (yes, resend). Update the record.
- 3. The next time JCLFI770 is run, the student's Origination Record will be sent.

NOTE: You are only allowed to send one Origination Record per student per year. However, changes in status will be accepted as changes. All other information and student ID must remain constant.

Troubleshooting Tips for the Origination Process

- 1. If a student's Pell has been originated, but has not been acknowledged:
 - A. It could be that the batch was not received by DOE to be processed. In order to check, you would call Pell (1-800-474-7268) to verify if they did or did not receive the information. If they did not receive the information, you would want to do a recreate of the origination by running JCLFI773.
 - B. If DOE did receive and process the information, ask them to resend the origination acknowledgement.
- 2. A student needs to be re-originated when their Pell Award **increases**. It is not necessary to reoriginate if the Pell Award decreases or the student withdraws.
- 3. Be sure to work your error reports in order to find and correct any discrepancy.

There will be times when you have done all the above and you still can't rectify a problem. At that point, a fix job may need to be run to resolve the issue. Two jobs have been developed to assist with these situations. If these jobs are run, the regular disbursement job (JCLFI514) **CANNOT** run the same day. Before you run these fix jobs, we ask that you contact our office so that we can have programmers follow the process.

<u>Name</u>	<u>Dry Run</u>	<u>Go Run</u>
Less than/Equal to \$2.00	JCLFI549	JCLFI550
Greater than \$2.00	JCLFI551	JCLFI552

Have a great month! As usual, if you have any questions, please give us a call. You can reach Tricia at 701-777-3590 or e-mail tricia_campbell@mail.und.nodak.edu or Paula at 701-777-3401 or e-mail Paula_Kurtz@mail.und.nodak.edu.

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